

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<p align="center"><b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b></p>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div></div>				
2					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p><b>Remarks:</b></p> <p>Last Tuesday the Records Board examined an NPIC model and decided they should be considered records material and stored in the Center.</p> <p>Attached for your consideration is a draft of a possible response to <div></div> original request.</p> <div></div>					
<p><b>TO RETURN TO SENDER</b></p> <p>ESS AND PHONE NO. DATE</p>					

**SECRET**

MEMORANDUM FOR: Chief, Support Staff, NPIC/DDI

SUBJECT : Storage of NPIC Models at Agency Records Center

1. Your request to store some NPIC models in the Agency Records Center has been studied here and referred to the Agency Records Management Board for additional consideration. ~~A precedent was present in this initial proposal for the storage of Agency artifacts.~~ The scope of the problem Agencywide had to be reviewed, the relationship of the models to records was studied, and availability of secure storage and transportation facilities were considered.

2. The CIA Records Officer recommended to me that the models be considered records of a ~~SECRET~~ security classification and accepted for temporary storage in the Records Center basement. ~~This will necessitate a consolidation of the ODGI/DDI collection of large and various-sized maps also stored there.~~ He found the models have a bulk and unorthodox sizes that preclude their being stored on the Center shelves with the boxes of records and that no other space is available in the Records Center. He proposed that during their temporary storage they be reviewed by representatives of his Staff and the Historical Staff to identify those of historical significance and continuing value deserving permanent retention as Agency Archives. He discussed his position and plan with your Records Officer who visited the Center and examined the site.

3. The Records Management Board met last week and discussed the question. They received a briefing from your Records Officer and [redacted] who constructs NPIC models. They examined typical examples of the more historic models used to brief the President and the Secretary of State. The Board members discussed the problem ~~and they~~ held that the models were a type of Agency record. They found from their inquiries that no other components have a similar storage requirement at present but that they saw an eventual need for a program to preserve various kinds of Agency artifacts from such components as NPIC, TSD, Security, and Training among others. The Records Board recommended that the Chairman establish the required procedures for identifying and scheduling the storage periods of such items. They felt that storage in the Logistics Warehouse [redacted] was not appropriate for this type material. They agreed that some models deserved only brief, temporary storage in the Records Center, others should be kept somewhat longer, and only a small percentage warranted permanent preservation in the Agency Archives.

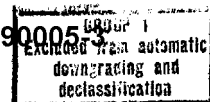
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4. The Board concluded that components with models and other artifacts, gifts, and memorabilia could schedule them for temporary storage as records material. Expenses for the special handling and storage of such items should be funded by the component requesting the storage service. The items are to be evaluated by the CIA Records Officer, Historian, and Archivist to determine those items warranting permanent preservation. Temporary items will be returned to the depositing office for their dismantling or final disposal.

5. In light of the foregoing, I <sup>*instructed*</sup> believe that the Agency Records Center ~~may be able~~ to arrange to store ~~in its basement~~ a limited volume of your models that are appropriately scheduled with an established date for disposition action. Because of our limited facilities at present, ~~the Agency Records Officer is~~ <sup>*we must*</sup> ~~compelled to limit that~~ temporary storage period to three years by which time disposition review and final action should be completed and these initial models transferred. Likewise, should you determine that the facilities of our courier system and basement area are not adequate to meet your security requirements for these models, your component will be expected to finance the special changes you would recommend. I understand that your Records Officer and Security representatives plan to examine the facilities in the coming weeks. Please contact me or the Agency Records Officer if we can be of any further assistance on this matter.

Chief  
Support Services Staff

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